

Purpose: The purpose of this document is to provide information on how to set up your mobile device to use with Concur Expense Reporting. The mobile application allows for quick expense submissions and approvals.

1. Download the mobile application for iPhone, Android or BlackBerry.
2. Log in to Concur via the TUPortal
3. Under the Profile tab, navigate to Mobile Registration

4. In the password section, create & verify your mobile PIN
5. Open the Concur App on your mobile device. Log in to Concur Mobile with the provided Username – your 9 digit TUID@temple.edu and the PIN you just created. Example: 123456789@temple.edu
6. Note: If you forget your mobile PIN you can reset it the same way you created it.

NOTE: The login information IS NOT your accessnet username and password – you must use the Username specified on the Mobile Registration page and the PIN you created to access the mobile app.